



# District of Columbia Air National Guard Technician Announcement

Announcement Number: Tech 07-051



<b>APPLICATION MUST BE FORWARDED TO:</b> Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 <b>APPLICATION MUST BE RECEIVED BY:</b> n/a	<b>OPENING DATE:</b> 3 May 2007	<b>CLOSING DATE:</b> OUF
	Position Title, Series, Grade, Salary Range Administrative Officer, F8498000 GS-0341-11, \$55,706 - \$72,421 Maximum Military Rank: Major	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: <b>37F3</b>	
Position Location: <b>201 AS, DCANG</b> <b>Andrews AFB, Maryland</b>	<b>Appointment Status</b> <input checked="" type="checkbox"/> [X] Excepted <input type="checkbox"/> [ ] Enlisted <input checked="" type="checkbox"/> [X] Officer <input type="checkbox"/> [ ] Competitive	
<b>AREA OF CONSIDERATION:</b> <b>TECHNICIAN:</b> Group III (Individuals who possess the necessary qualifications for the military membership in the DCANG.) <b>Permanent Change of Station:</b> Relocation expenses will not be paid to Technicians.		
Special Remarks: www.dcandr.ang.af.mil – <b>Commissioning Opportunity Available</b> Applicants that applied under 07-007 need not reapply		
<b>Instruction for Applying:</b> This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <b>No binders please.</b>		
<b><u>If you are applying under the Technician Job Announcement the following documents are required:</u></b>		
<ol style="list-style-type: none"><li>1. You must submit one of the following documents: OF 612, SF 171 or a Resume.</li><li>2. KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.</li><li>3. Current Unit assignment, AFSC/SSI and Military grade must be included on application or on a separate paper.</li></ol>		
<b>Condition of Employment:</b> <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.		
<b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>Technician Employment Questions:</b> SMSgt Becky Towns, HR Spec can be reached at 202-685-9779 or DSN 325-9779. Miss Stephanie Richardson, HR Assistant can be reached at 202-685-9769 or DSN 325-9769.		
<b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		
<b>For Military Members:</b> Acceptance of this position will cause termination of Federal Bonuses pursuant to respective selected Reserve Incentives Programs (SRIP). This termination may be with or without recoupment of payments already made.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

**Announcement Number:** Tech: 07-051

**Position:** Administrative Officer, GS-0341-11, F8498000

**Brief Description of Duties:**

Plans, manages, supervises, and provides guidance for unit support services to include: training management, transportation and fuel requirements, administrative services, personnel services, civil engineering liaison, facilities management, budget planning, protocol, and audio-visual aid support. Performs various functions and special projects as directed by the unit Commander. Conducts studies, inquiries, and surveys in response to the needs of management. Issues necessary information, guidance, directives and publications as required to accomplish management objectives. Exercises managerial responsibility in planning, organizing, staffing, directing, and controlling orderly room operations and resources for the benefit of all unit sections serviced, the transportation section, and other support service functional areas as assigned. Controls unit resource management activities. Interprets command direction to supply and procurement activities toward overall objectives and program goals to accomplish the unit mission through optimum use of resources within budgetary allocations. Collects, and processes all financial data that relate to resource consumption and reflect new concepts that affect the unit financial management process. Coordinates all unit facilities planning and modification action(s) required with appropriate civil engineering and USPQFO offices. Coordinates with and advises unit section chiefs and supervisors on all matters concerning policies and procedures relating to military and technician personnel programs. Ensures implementation of building security and resource protection plans. Performs other duties as assigned. Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. Performs other duties as assigned.

**Qualifications:** GS-11

**Minimum Requirements for Commissioning:**

1. Must submit a copy of AF Officer Qualifications test.
2. Must have a 4 year college degree. (Submit proof of degree).
3. Must be a commissioned officer prior to appointment in this position.

**General Experience:**

Experience which provided a basic knowledge of the principles of organization, management and administration.

**Specialized Experience:**

Must demonstrate **thirty - six (36) months'** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements - (GS-11)**

- A. Knowledge of management practices.
- B. Ability to plan, organize and coordinate work.
- C. Knowledge of organization and its mission.
- D. Ability to supervise and manage personnel.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.  
Incomplete applications will not be considered for employment.**